



Executive Director, Educate Maine

Educate Maine is a business-led education advocacy organization that champions college and career readiness and strives to increase the educational attainment of the Maine workforce. All students should be prepared to succeed in postsecondary education and in the workplace, and the number of Maine people with a college degree, a postsecondary certificate, or a professional credential must increase to meet the demands of the economy: 60% by 2025.

Educate Maine advances education policies and practices that prepare Maine students to be the next generation of productive, engaged citizens. Educate Maine reports and analyzes data, the foundation of sound policies. Educate Maine convenes education, business, and policy leaders to come up with innovative solutions to Maine's education and workforce challenges. Educate Maine manages programs that help achieve its mission and realize its vision for Maine.

Essential Duties & Responsibilities

- **Operations**
The Executive Director (ED) works with the Director of Operations to oversee the management of a 5-person team and \$1 million budget. Tasks include, but are not limited to, human resources, technology, salary and benefits, insurance and legal compliance, and fiscal oversight.
- **Fundraising**
The ED works with program staff and the board of directors to raise funds from corporate, education, and philanthropic sources. The ED is responsible for maintaining donor relations and for identifying and developing new funder relationships.
- **Advocacy and Outreach**
The ED is a lead voice on education issues and public policy advocacy. The ED works with staff and external partners to develop priorities aligned with the mission and with the strategic plan. The ED is in regular communications with elected officials, business leaders, and education leaders to build support for sound policies and investment strategies.
- **Strategic Development and Partner Engagement**
The ED, working with staff and the board of directors, takes the lead in developing annual work plans aligned with a strategic plan for Educate Maine. A key responsibility of the ED is establishing and maintaining partnerships with other organizations and coalitions to build Educate Maine's capacity to meet the goals and benchmarks put forward in the strategic plan.

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- **Program Management**

The ED is expected to take an active role in program management and program execution. The ED, working with program staff, will define a role(s) in individual or multiple programs based on organizational needs.

- **Board Management**

The ED is responsible for working with the board of directors and its various committees to support Educate Maine's work. The ED must be responsive to both board recruitment and retention. The ED works to ensure a strong and healthy governance structure that allows business and education leaders to serve in meaningful ways.

Experience

- Passion for and demonstrated commitment to education advocacy, access and equity.
- Demonstrated leadership skills and ability to achieve results.
- Strong fundraising experience with the ability to engage a wide range of stakeholders and donors.
- Ability to conceptualize and operationalize goals and objectives.
- Experience leading staff, including goal setting, performance assessment, and staff development.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.
- Exceptional public speaking and written communication skills.
- Experience with financial management, including budgeting, financial controls and reporting.
- Bachelor's degree required; advanced degree preferred.
- Minimum of five to seven (5-7) years related experience.

Physical Requirements

Normal office walking and sitting. Overnight travel and distance driving are required.

Applying

Interested applicants should submit a resume and cover letter to info@educatemaine.org. June 17 is the deadline for submission.